

Job Title:	Compensation Manager
Job Description Number:	1804
Department/Division:	Human Resources
Exemption Status:	Exempt
Pay Grade:	110
Immediate Supervisor:	Director of Human Resources
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Manage the City of Greenville's compensation programs. Complete bi-weekly payroll entry and maintain position control. Conduct market surveys and make recommendations for structure and grade adjustments. Conduct annual custom salary survey. Supervise the HR Generalist (Compliance & Training). Ensure City's job descriptions are up to date and coordinates the City's compensation committee for job evaluations. Oversee the City's pay for performance program and all associated reports. Ensure City's compliance with the Fair Labor Standards Act (FLSA) and train new supervisors. Perform internal equity analysis and make applicable recommendations. Maintain turnover data and statistics regarding retirement eligibility, demographics, and generational information. Make recommendations for updates to Compensation-related policies. Provide analysis for special projects and investigations as necessary.

Essential Functions:

Manage Payroll Entry and Position Management (25%): Collect and review payroll/personnel change forms from departments and ensure accuracy and compliance with policies. Enter payroll changes into H.T.E. in a timely manner. Update authorized staffing reports, notify IT, Greenville Cares, Employee Health Center, Fleet, etc. of employee hires, removals, and important changes. Track employee counts by department, uniformed services leave, and position vacancies. Calculate retro pay and transfer to payroll. Work closely with Payroll Accountant regarding personnel changes during pay period and to resolve employee pay issues. Routinely pull reports and handle issues surrounding employee account numbers, part time hours, audits, etc.

Conduct Market Pricing and Internal Equity Analysis (20%): Conduct annual custom City salary survey to include recommendations on jobs to price, development of the survey, solicitation of responses, and analysis of response data. Participate in surveys conducted by other cities/counties, DOL, BNA, WorldatWork, Chamber of Commerce, and other third party providers. Make annual recommendations for structure and/or grade adjustments as warranted by market. Conduct an annual equity analysis to identify individuals whose pay is out of line with other employees in their positions, grade, reporting chain, etc. Make recommendations for equity adjustments. Conduct specialized equity reviews when requested.

Maintain and Update All City Job Description (20%): Maintain the City's job description files. Work with managers to ensure job descriptions are current. Develop and follow rotation schedule to ensure that all descriptions are reviewed on a routine basis. Coordinate compensation committee meetings when requested—schedules, prepares materials, and leads meetings. Implement changes and work with management to ensure current job descriptions and job description updates are on file. Work with Public Information & Events staff to ensure that updated job descriptions are available on the City's website.

Supervision (15%): Supervise the HR Generalist (Compensation & Training) by monitoring work for accuracy, quality, and thoroughness. Ensure the HR Generalist provides compensation and training support; coordinates the implementation of New Employee Orientation, supervisory and leadership training and development programs, and other HR-sponsored training programs; maintains the City's E-Learning and Training Compliance systems; coordinates the annual employee recognition and awards program; administers the Tuition Assistance/Reimbursement program; conducts exit interviews; assists in tracking HR statistics; serves as a backup to the HR Assistant and HR Generalist; and performs other duties, as necessary.

HR Special Projects (5%): Assist HR Director with special projects as necessary. Projects may include compiling reports, responding to Director or employee requests, and/or developing presentations or training. Work with Departments on department-specific projects, such as skill progression, career ladders, or software upgrades and implementations.

Manage Performance Management System (5%): Oversee the annual performance management process to ensure reviews are conducted in a timely fashion. Provide technical assistance to Department Directors in the application of merit increases. Research and recommend improvements to performance management system and forms. Assist in providing training for appraisers as necessary.

Ensure FLSA Compliance (5%): Responsible for City's compliance with the Fair Labor Standards Act (FLSA). Stay abreast of FLSA regulatory requirements and make recommendations for policy updates related to FLSA. Work with departments to answer questions pertaining to FLSA. Conduct FLSA training for all new supervisors.

Track HR Statistics (5%): Maintain electronic files on the City's turnover rates overall, by department/division, and for Leadership. Maintain annual data for succession planning including retirement eligibility, demographic data, and generational breakdown. Query data out of Cognos as needed to develop required reports and statistics.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly and/or walking or standing to a significant degree.



Last Revised: November 2014

Replaces: March 2014

Physical Demands: Continuously requires sitting, handling, using vision and hearing, and talking. Frequently requires standing, fine dexterity, walking, and reaching. Occasionally requires lifting, carrying, kneeling, pushing/pulling, climbing, balancing, bending, crouching, and twisting. Rarely requires foot controls.

Machines, Tools, Equipment, and Work Aids: Copier, fax, scanner, calculator, phone, personal automobile.

Computer Equipment and Software: Computer related software (Windows, H.T.E., Cognos-Impromptu, Microsoft Office suite, email, internet, etc.), laptop and projector.

Working Conditions

Overall Working Conditions: Good: Relatively free from unpleasant environmental conditions or hazards.

Environmental Factors: None.

Health and Safety: None.

Primary Work Location: Office Environment.

Protective Equipment Required: None.

Non-Physical Demands

Frequently requires time Pressures, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires irregular schedules/overtime. Rarely requires noisy/distracting environment.

Job Requirements

Formal Education: Bachelor's degree or equivalent in Business Management or a related field is required. An MBA or MPA is preferred. CCP Certification is strongly preferred.

Experience: Over four years of progressively responsible Human Resources experience, with a minimum of two years in a Compensation Analyst capacity, is required. Experience in a municipal setting is preferred.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: None.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts. Must be able to read subpoenas, briefs, HR advisories, policy guidelines, employee complaints, software instructions / manuals, vendor literature, reports, City code, employment law and regulation, compensation and benefits law, government forms/instructions.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Requires ability to work with descriptive statistics using percentages, means, standard deviations, modes, and medians for compensation planning and analysis and tracking data. Predictive statistics using trend analysis, compensation planning, multi-variable analysis, regression analysis, and test validation, correlation analysis, etc.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech. Must be able to prepare compensation related reports, memorandums, business letters, policies and procedures, as well as writing graphics and materials training program presentations, occasional presentations, general correspondence, legal defenses and responses to compensation related EEO charges, and lawsuits.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. High impact on the organization. External contacts include HR professionals around the region and neighboring states, other employers, consultants, and vendors. Internal contacts include Department Directors, Managers, and employees.

Management and Supervision: Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. Semi-complex scope of supervision.

Technical Skill: Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Advanced application: Work affects accuracy of multiple projects.

Fiscal Responsibility: Position does research for budget forms and requests, prepares draft documents, and oversees non-discretionary expenditures for a specific program, grant, or project.



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Freedom to Act and Impact of Action

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.